



Campbell River, BC

Project Coordinator Opportunity

Our Opportunity

Strategic Natural Resources Consultants Inc. is seeking a Project Coordinator to work with a team of existing Project Managers to prepare comprehensive project management plans; including resources, milestones, and budgets for projects. The Project Coordinator will report directly to the Project Management Office and will perform various coordinating tasks, including scheduling and risk management, administrative duties, maintenance of project documentation and budget tracking

The Project Coordinator will also be responsible for liaising and collaborating with project managers, sponsors, team members and stake holders; both within and outside the organization as per the Project Mangers direction.

Qualifications:

- » Solid organizational skills, including multitasking and time management
- » Strong client interaction and teamworking skills
- » Effective written and verbal communication skill
- » Proficient with Microsoft Office

Responsibilities:

- » Coordinates project management activities, resources, equipment, & Information
- » Assigns task to team members and assists with schedule management
- » Ensures client needs are met as projects evolve
- » Assists with budget preparation and monitoring
- » Monitors project progress and reports to Project Manager and Sponsor
- » Oversees project procurement management

We pride ourselves on maintaining a **safe, respectful** and **fun** work environment that promotes values such as teamwork, professional accountability, and work/life balance. All applicants must be enthusiastic workers and learners who thrive and excel in a team environment. Positive attitude and dedication to workplace safety are critical to your role with our team.

We offer a competitive compensation package with comprehensive benefits for full-time employees.

Visit our website at www.snrc.ca



Please apply with confidence by forwarding your resume and cover letter by e-mail (as an attachment in PDF or MS Word format with "Project Coordinator" in the e-mail subject line) to employment@snrc.ca. We would like to thank all applicants for their interest; however, only those considered for an interview will be contacted. For more information regarding this opportunity, please e-mail above address.